

COMMUNITY LIAISON

PURPOSE: Assist in developing, implementing, and supporting community-based projects and programs.

FUNCTIONS:

1. Plan, organize, and implement community-based projects and programs.
 - * A. Develop and maintain partnerships between the City and the community and community organizations.
 - * B. Act as a resource person to community organizations in their development efforts with the City.
 - * C. Serve as a liaison between community organizations and governmental units both within and without the City.
 - * D. Research, analyze, and report as requested to the Department, City, community organizations, and others as needed.
 - * E. Facilitate meetings with community organizations, identify issues, and establish strategies to address those issues.
 - * F. Prepare and present information as requested to various organizations and groups.
 - * G. Develop and maintain a database of information useful to the City and community organizations.
 - * H. Disseminate information from that database as appropriate.
 - * I. Develop informational and community outreach materials and forms.
2. Research, and as directed, originate, monitor, and administer grants.
 - * A. Research and identify grants and other funds available to the department or to the community through the department.
 - * B. Prepare and submit proposals for funds so identified.
 - * C. Monitor and administer funds awarded.
 - * D. Provide reports, financial statements, or other information required by funding agencies, City officials, or others in a timely manner.

JOB REQUIREMENTS

1. EDUCATION AND EXPERIENCE

- † A. A four-year degree in Business Management, Community Planning, Urban Development, or equivalent.
- † B. One years full-time equivalent experience in managing a crime prevention or community development program in a community setting.
- † C. Must be able to demonstrate successful grant acquisition and administration.

2. KNOWLEDGE

- † A. Considerable knowledge of community programs, principles, techniques, and strategies.
- † B. Considerable knowledge of community issues.
- † C. Knowledge of Minnesota Government Data Practices Act (MSC 13) as applied, and other applicable statutes, ordinances, rules, and regulations.
- † D. Knowledge of budgeting and accounting.
- † E. Knowledge of program analysis, planning, implementation, and evaluation.
- H. Working knowledge of local governmental units and the resources available through them.

3. SKILLS

- † A. Skill in preparing and presenting information in various formats.
- † B. Skill in organizing others, coordinating activities, and delegating work.
- † C. Skill in analyzing and evaluating operational methods and procedures.
- † D. Skill in coordinating and tracking multiple projects or activities concurrently.
- † E. Skill in developing and coordinating projects.
- † F. Skill in maintaining effective interpersonal relationships.
- G. Skill in the use of personal computer hardware and software, including operating systems and applications.

4. ABILITIES

- † A. Ability to transport oneself to, from, and around sites of projects and public meetings.
- † B. Ability to transport (usually by lifting and carrying) materials and equipment weighing up to 50 pounds, such as presentation materials and equipment.
- † C. Ability to read and interpret complex written documents such as laws, statutes, grant requests for proposal, etc.
- † D. Ability to work under the pressure of time and conflicting demands.
- † E. Ability to work independently, be resourceful, and complete assignments from minimal information and under general directions.
- † F. Ability to accurately document, file, research, and retrieve information.

* Essential functions of the classification.

† Minimum requirements necessary on the first day of employment.

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